Work Group: KEN IT Coordination Committee

Date	01/24/07	Time	3:00pm
Facilitator	K. Ann Riggs	Scribe	Teresa Tackett
Location	9th floor Conf. Rm. Capital Plaza Tower	Call-In #	

Agency / Attendees / Role

Educ.	Ann Riggs	Committee Member
COT	Tom Ferree	Committee Member
ConnectKy	Brian Mefford	Committee Member
EPSB	Scott Smith	Committee Member
KDE	Tim Sizemore (on behalf of David Couch)	Committee Member
CPE	Miko Pattie (on behalf of Al Lind)	Committee Member
OEA	Pam Young	Guest
JCPS	Bo Lowrey	Guest

Agenda/Decisions

Item:	Call to order	Decision(s)
1		
Item:	Minutes Approved	Decision(s)
2	Minutes for Dec. 15, 2006 meeting were reviewed by members. Minutes for the Jan. 3, 2007 meeting were not available for approval.	Tom motioned to approve minutes, Scott 2nd the motion. Vote was taken, no objections were heard and minutes were approved.

Item:	Debrief 1/19/07 KEN Exec. Meeting	Decision(s)
3	Discussed the good feedback from the Executive Meeting. Tom Willis suggested in the Executive meeting that Professional Development be included in the expectations of the KEN Project. All agreed that the Applications Subcommittee should be charged with task of Professional Development, and may even require the forming of another subgroup under Applications Subcommittee. A vote was taken.	Brian motioned for committee vote of approval and Tim 2nd the motion. Vote was taken and no objections were heard, and decision for Applications Subcommittee to be charged with PD was approved.
Item:	**Network Subcommittee Update**	**Decision(s)**
4	**Network Subcommittee:** Tim Sizemore, Chairperson Tim indicated they are working to stay on schedule with site implementations. There was a small problem at Georgetown site, the device failed but Bell South responded and repaired and made the cut over on Monday, Jan. 22nd. There were firewall issues at Clark Co., and incompatibility issues at Pendleton site but were working on Jan. 23rd to complete asap. Tim mentioned that there was an article in the Clark Co. paper today regarding the pilot site for KEN. This prompted the suggestion that we need a NEWS tab on our website, to post such articles and other news releases. Also, it was suggested that we may need a media person to be responsible for press releases, etc….	Some small hurdles but this is the reason we have pilot sites. Pilot Implementation schedule runs through April. Pilot implementation scheduled to be completed by June. Ann will work with Amy Wetherby on updating the website, www.ken.ky.gov, to include NEWS tab.
Item:	**Applications Subcommittee Update**	
5	**Applications Subcommittee:** Miko Pattie, Chairperson Miko said that they plan to have recommendations for the biennium budget by June 2007…..after completing the following…. • Collected survey data • Filter thru data and interpret needs • Decided how many applications, probably 20 • Send another survey and have them prioritize by 1 thru 5	

	• Come up with final matrix Internet 2 Budget Update– Ann Riggs reported that the Cabinet is willing to pay the $20,000 for the I2 hardware. Ann Guarnieri would like to have a letter indicating the following…. • Purpose of I2 budget • Goals • Outcome Ann said that the soon to be formed Celebration Committee may be in contact with Tim and Miko.	Tim said he would work on this letter today for Ann.
Item:	**Program Manager Update**	**Decision(s)**
6	The committee reviewed the list of responsibilities that were previously decided on for Program Manager. It was agreed that at this point in the project, the needs and requirements are different. Some changes were made to position description and we will solicit a new set of resumes, possibly with more of a communications skill set.	Ann will rewrite the PD and submit to vendors, and if you have resumes of possible candidates, please submit to the committee for consideration.
Item:	**Open Discussion**	**Decision(s)**
7	None	

Other Discussions

New/Other Business – Discussions and Decisions:

Next Steps

Action Items Assigned in this Meeting:
1. News Tab on www.Ken.ky.gov 2. Add Professional Development to Application Subcommittee charge 3. Define I2 Budget in detail, as indicated in Item 5 4. Rewrite Project Manager position description

Next Meeting	**Agenda Items Suggested and/or Moved Forward**
	Items:
Next IT Coordination Committee Meeting is 2/7/07	

KPID = Key Point(s) Influencing Decision *(e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.)* will be noted as and if they apply to individual decisions.